



AUGUSTA  
COMMON



# *Augusta, Georgia Special Events Guidelines*

*City of Augusta Special Events*  
**836 Reynolds Street ♦ Augusta, Georgia 30901**  
**Phone (706) 821-1754 ♦ Fax (706) 821-1756**  
**[www.augustaga.gov](http://www.augustaga.gov)**

*Revised February 25, 2010*

# *Table of Contents*

## **City of Augusta Special Events Mission Policy and Procedure Agreement & Check list for Lessee**

### **Special Events Rules and Regulations**

- I. Rental Guidelines and Procedures.
- II. Superintendent Fees
- III. Insurance and Liability Requirements
- IV. Alcoholic Beverage License
- V. Security
- VI. Electricity and Generators
- VII. Setup
- VIII. Signs and Banners
- IX. Motorized Vehicles
- X. Care of Property and Equipment
- XI. Portable Toilets
- XII. Litter Control and Sanitation
- XIII. Concerts/Musical Entertainment/Stage
- XIV. Runs/Races/Walks
- XV. Road Closures
- XVI. Mechanical Rides and Amusements
- XVII. Secondary Participants and Food Vendors
- XVIII. Augusta Fire Department Fire Prevention Bureau Guidelines
- XIX. Weddings

### **Rental Fee Structures**

### **Rental Agreement Contract**

# ***CITY OF AUGUSTA SPECIAL EVENTS***

The mission of City of Augusta Special Events is to create and support events that will promote tourism, showcase local talent and artists, invigorate community spirit and contribute substantial economic and social benefits to the community. In recognition of this mission, City of Augusta Special Events encourages events that educate and expose the public to a diverse and rich range of cultural expressions.

City of Augusta Special Events strives to promote and plan events and festivals which:

- Increase cultural awareness and accessibility to all audiences.
- Encourage tourism and enhances the quality of life in the Augusta Community.
- Make a positive impact on the health, safety and welfare of the public.
- Are appropriate for the selected venue.
- Contribute to the local economy
- Are not detrimental to the environment, including city owned or other nearby properties and businesses.

# *Lessee Information Agreement*

**Please initial next to “Guideline Heading” once you have read each item.**

Rental Guidelines and Procedures.	_____ Lessee Int.
Superintendent Fees	_____ Lessee Int.
Insurance and Liability Requirements	_____ Lessee Int.
Alcoholic Beverage License	_____ Lessee Int.
Security	_____ Lessee Int.
Electricity and Generators	_____ Lessee Int.
Setup	_____ Lessee Int.
Signs and Banners	_____ Lessee Int.
Motorized Vehicles	_____ Lessee Int.
Care of Property and Equipment	_____ Lessee Int.
Portable Toilets	_____ Lessee Int.
Litter Control and Sanitation	_____ Lessee Int.
Concerts/Musical Entertainment/Stage	_____ Lessee Int.
Runs/Races/Walks	_____ Lessee Int.
Road Closures	_____ Lessee Int.
Mechanical Rides and Amusements	_____ Lessee Int.
Secondary Participants and Food Vendors	_____ Lessee Int.
Augusta Fire Bureau Guidelines	_____ Lessee Int.
Weddings	_____ Lessee Int.

I agree with signature below, that I have read and understand all policies listed in this guidelines packet of what my responsibility is with rental. **This page must be returned with your rental application.** Signature and Initials holds lessee responsible for all aspects of the guidelines covered in this packet.

**Lessee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# *Augusta, Georgia*

## *Special Events Guidelines*

### **I. Rental Guidelines and Procedures**

- A. Events/activities scheduled on the Augusta Common and Riverwalk will be governed by rules, regulations, and ordinances adopted by Augusta, Georgia, and may not violate federal or state laws or regulations. It is the responsibility of the lessee to enforce these guidelines.
- B. Events/activities held on city property must not discriminate on a basis of race, sex, national origin, color or creed.
- C. Events/activities must be scheduled through City of Augusta Special Events, located at **836 Reynolds Street, Augusta, Georgia 30901**, or by calling (706) 821-1754. Office hours are Monday through Friday, 8:30 a.m. – 5:00 p.m.
- D. The Augusta Common, the Jessye Norman Amphitheater, and the Riverwalk Plazas and Bulkheads may be reserved for special events, fundraising activities, weddings, concerts, etc.
- E. A \$100.00 deposit is required to confirm a reservation. Tentative bookings will be held for ten (10) working days to allow for receipt of rental contract and rental deposit. Failure to submit the contract and rental deposit within this ten (10) day window will result in loss of the tentative reservation. Bookings will be accepted on a first come first served basis. City of Augusta Special Events cannot guarantee any date(s) until the deposit is received.
- F. If the event is more than sixty (60) days out, the rental contract and rental deposit of \$100.00 is required to confirm a booking. The balance of the rental fee and cleanup fee is due sixty (60) days before the event date. Failure to comply will result in the loss of rental deposit and date requested. If less than sixty (60) days before the event, the rental contract, rental fee, cleanup fee and insurance must be submitted to confirm a booking. The rental deposit is transferable until sixty (60) days before the event date. There will be a \$50.00 administrative fee for refunds. The rental deposit is non-refundable if cancellation occurs less than sixty (60) days before the event. If an event is cancelled due to inclement weather, lessee will be given an opportunity to choose another available date or a refund minus \$50.00 administrative fee. The Richmond County Sheriff's Deputy in charge of security will ensure that all state law and county ordinances are adhered to.
- G. Rain dates for events require an additional charge of one half of the original rental fee to hold the date. Unless the lessee cancels the rain date sixty (60) days in advance, the rain date fee is non-refundable. Rain dates are tentative and may be cancelled at the discretion of Riverwalk Special Events. Prior notification will be given to lessee regarding cancellation status.
- H. Upon receipt of the required fees, rental contract and insurance, said reservation date(s) will be protected by Augusta, Georgia from other events of a similar attraction for a period of at least fourteen (14) days prior to the engagement and fourteen (14) days after the engagement. Riverwalk Special Events will be the final judge as to what constitutes a "similar attraction".
- I. Lessee must not set up in front of businesses or interfere with their operations.
- J. Lessees are responsible for paying any Municipal or State taxes which may be levied as a result of the event. Lessee must pay these taxes directly to the appropriate agencies.
- K. Lessee is responsible for fees, licenses, or permits required for use or performance of patented, trademarked, franchised or copyrighted materials.

*Revised February 25, 2010*

## **I. Rental Guidelines and Procedures (Continued)**

- L. It is the responsibility of the lessee to secure emergency medical services for the event.
- M. Lessee must meet with City of Augusta Special Events at least forty-five (45) days before the event to discuss event plans.
- N. Lessee must end function at the contracted time. Failure to adhere will result in an additional fee as determine by City of Augusta Special Events.

## **II. Superintendent Fees**

- A. All functions must have a department employed superintendent on duty for the entire length of the rental. The superintendent's duty will be to admit entrance, be present and close up at the conclusion of the event. In the event of any electrical, mechanical, or plumbing problems, it is in the best interest of the City of Augusta Special Events and the renter to have this representative on duty. The normal working hours for the superintendent is Monday-Friday 8:30 a.m. to 5:00 pm. Any time that is not normal working hours shall be the responsibility of the renting party. **The superintendent will be paid \$15.00 per hour by the renter before the event starts. For events of 200 people or more, two (2) superintendents will be required on duty. For events of 600+ people, up to three (3) superintendents will be required; this is at the discretion of the City of Augusta Special Events Office. There is a four (4) hour minimum for superintendents. This is a "NO EXCEPTION" fee.**

## **III. Insurance and Liability Requirements**

- A. Lessee must secure a Liability Insurance Policy with a minimum of \$1,000,00.00 in coverage for bodily injury, plus a minimum of \$300,000 coverage for property damage. This insurance policy must include a comprehensive broad form general liability in which **Augusta, Georgia, its' members, agents, servants and employees are listed as an additional named insured.**
- B. Proof of Insurance must be provided to the City of Augusta Special Events at least **sixty (60) days** before the event, to allow time for the coverage to be reviewed for any defect or deficiency. **Failure to do so will result in cancellation of the event.**
- C. Lessee is responsible for the liability of participants in activities or performances and audiences.
- D. City of Augusta Special Events has the authority to waive the special events insurance requirements for weddings, and certain events with an attendance of 200 or less or which last 2 hours or less. The lessee must sign a hold harmless agreement if this is the case.

## **IV. Alcoholic Beverage License**

- A. Augusta, Georgia Ordinance and State Law regulate the possession, sale and consumption of alcoholic beverages. Applications for special licensing to sell or serve alcoholic beverages require approximately forty-five (45) days to process and approve. A copy of the completed rental contract and receipt of total payment signed by a representative of City of Augusta Special Events must accompany each request when applying for an alcoholic beverage license. One-day alcoholic beverage licenses will only be issued as follows:

### **NON-PROFIT CIVIC ORGANIZATIONS**

*To qualify, a group must meet the following four (4) criteria:*

- 1. Organization must have a charter*
- 2. Organization must have a set of By-laws and one of the provisions must state the organization is a non-profit group for the betterment of the community.*
- 3. Organization must have a Tax Exempt Letter (Form 501C3)*

***Revised February 25, 2010***

## **IV. Alcoholic Beverage License (Continued)**

### **FOR-PROFIT APPLICANT**

1. *The applicant must possess a valid license for the sale of alcoholic beverages.*
  2. *Commission approval is needed if the sale of alcoholic beverages is to take place on private property as part of the event site. Therefore, the applicant must give notice of their intention to the City of Augusta License and Inspection Department at least sixty (60) to ninety (90) days prior to the event.*
  3. *Application must be made in the form of advertisement prescribed by the City of Augusta and the License and Inspection Department. Advertising, as referred to in this section, means there shall be a sign posted thirty (30) days prior to the event on the designated event site.*
- B. Lessee must obtain a City and State license to sell alcoholic beverages. For additional information, approval, and licenses, contact the following agencies at least forty-five (45) days prior to the event: Augusta, Georgia Business License Department (706) 312-5050, Georgia Department of Revenue for State License (706) 737-1870 George Mutimer.
- C. A list of food items available for sale must be provided to City of Augusta Special Events when alcohol will be sold.
- D. Lessee has the authority to limit the number of one-day alcoholic beverage licenses issued for their event.
- E. Alcoholic beverages may be sold in designated areas only,
- F. Lessee must provide identification wristbands for patrons of legal drinking age during any event where alcoholic beverages are sold.
- G. The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are twenty (20) years of age or younger.
- H. Alcohol sales must cease thirty (30) minutes before the event ends. The Richmond County Sheriff's Deputies on duty and City of Augusta Special Events have the authority to uphold alcohol sales time and all rules and regulations.

## **V. Security**

- A. The possession of firearms is prohibited except by Richmond County Sheriff's Deputies or other law enforcement officers provided by law.
- B. Events with an admission charge must be properly secured with barricade. Entrances and exit areas are to be clearly marked.
- C. The lessee must hire an appropriate number of uniformed deputies to secure the area. A designated area must remain open for public access at all times.
- D. In accordance with the ordinance of Augusta, Georgia and when deemed necessary by the Richmond County Sheriff's Office, additional uniformed deputies may be required for crowd control, parking, and overall supervision and protection of public property. The security requirements will be determined and detailed at the time of reservation. The number of deputies required will be based on the projected attendance, type of event, and previous history of similar events. All security expenses will be the responsibility of the lessee.
- E. Security request and arrangements for events scheduled to take place on the Augusta Common and Riverwalk must be made through Sgt. JR Compton, (706) 284-9446, Facsimile (706)821-1589, Security for all other venues in downtown Augusta must be made through Lt. Laverte Tutt, Office (706)821-1743.

*Revised February 25, 2010*

## **VI. Electricity and Generators**

- A. Since the available power supply varies at each venue, it is important that the lessee make a complete assessment of power needs and submit them to City of Augusta Special at least sixty (60) days before the event. Depending on the size and kind of event scheduled, two (2) electricians may be required to be on duty during the event to ensure power is distributed properly. Cost for installing any special electrical needs will be the responsibility of the lessee. All expenses, \$18.00 per hour/4 hour minimum for the lead electrician and \$15.00 per hour/ 4 hour minimum, for the electrician's helper, will be the responsibility of the event organizer payable before the conclusion of the scheduled event. The City of Augusta Special Events Office will 1) determine the number of onsite electricians and 2) will schedule the onsite electricians.
- B. The use of portable noiseless generators is acceptable and must be utilized whenever possible to prevent a power overload. It is the responsibility of the lessee to handle this matter, however, use and locations must be approved by City of Augusta Special Events. No City of Augusta Electrician can set up nor work on any privately owned or rented generator.

## **VII. Setup**

- A. Any setup required for an event (e.g. PA System, chairs, tables, extension cords, signs, banners, posters, caution/do not enter tape and/or barricades, duct tape for stage taping, tents, etc.) will be the responsibility of the lessee. In addition, the lessee is responsible for blocking off area(s) used.
- B. Tents must be free standing. DO not anchor tents by drilling through the bricks, asphalt or cement. Frame tents may be anchored with buckets filled with cement or sand. Due to the underground utilities on the Augusta Common, tents that require anchoring with stakes are not allowed. **Violation will result in an additional fine, which shall be determined by the extent of the damage. Please review section XVIII for "Tent" Policies for the Augusta-Richmond Fire Department.**
- C. Decorations and setup may only be done on the day of the event. Lessee is responsible for setup and takedown. Cost incurred by City of Augusta Special Events to remove decorations will result in an additional fee to be paid by the lessee.

## **VIII. Signs and Banners**

- A. City of Augusta Special Events must approve any signs, posters, or banners to be placed on the site in use. Do not hang any signs, posters or banners on lampposts. These items may be hung in approved areas only on the day of your event is scheduled to take place and must be removed immediately following the conclusion of the event. Costs incurred by City of Augusta Special Events to remove signs, banners, or posters will be the responsibility of the lessee. City of Augusta Special Events will not be responsible for stolen items.

## **IX. Motorized Vehicles**

- A. Motorized vehicles are prohibited on the upper and lower levels of the Riverwalk, the Plazas and the Augusta Common for public safety purposes. When deemed necessary by City of Augusta Special Events, a limited number of vehicles may be used for loading and unloading purposes only during the hours of an event, golf/utility carts will be the only types of vehicles allowed. Any vehicle must display information or some sort of signage must be displayed at all times on these vehicles. The number to be used must be approved by City of Augusta Special Events. All motorized vehicles must be operated by licensed drivers. Heavy vehicles are prohibited from parking on the grass in the Augusta Common, the upper level of the Amphitheater including the Mezzanine and the Levee.



## **X. Care of Property and Equipment**

- A. All property and equipment belonging to Augusta, Georgia, including barricades, buildings and landscaping located within and around the event is to be handled by the lessee and its invitees with reasonable and due care.
- B. The lessee shall assume complete and absolute liability for any loss and damage to property and/or equipment belonging to the City of Augusta, as a result of misuse or mistreatment of the property or equipment during the event, even if the lessee did not cause the damage or loss.

## **XI. Portable Toilets**

- A. Lessee must provide sufficient portable toilets (including units for disabled) and sinks to accommodate the projected attendance. Lessee will be responsible for all cost incurred for rental and service of units.

Attendance	4 Hours	8 Hours
250	3	5
500	5	8
1000	8	13
2000	13	16
5000	22	36

- B. Lessee must arrange to have all portable toilets serviced daily after eight (8) hours usage.
- C. Riverwalk Special Events must approve all placement of and the number of units required.

## **XII. Litter Control and Sanitation**

- A. A cleanup crew will be assigned by the City of Augusta Special Events. The number of park attendants will be based on the project attendance, type of event, and previous history of similar events. Lessee must supply sufficient trash bags for clean up.
- B. The lessee must require that vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds or down rain drains is prohibited. Grease must be stored in a sealed container and removed from the premises. Disposal of grease or wastewater is the responsibility of the lessee. Violation will result in a \$200.00 fine per incident. Lessee must also require that all vendors using grills, fryers, cookers, etc. will have a tarp or grip pan to catch all grease excretions.

## **XIII. Concerts/Musical Entertainment/Stage Productions**

- A. Concert/Stage Productions must meet all special event guidelines. Concerts must end by 11:00 p.m. due to the proximity of private businesses, residences, hotels, and churches.
- B. City of Augusta Special Events reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating parties around the event.
- C. Performers may not use profanity or encourage unruly behavior. Alcoholic beverages may not be consumed on stage during performance. If at any time, the concert is deemed object able, or if public safety becomes a concern, City of Augusta Special Events or a uniformed deputy may close down the performance.
- D. City of Augusta Special Events reserves the right to monitor ticket sales at the Jessye Norman Amphitheater. Promoter will limit the number of outlets where tickets are sold, to keep a running tab on the number sold. (1600 tickets may be printed / Amphitheatre seating is 1580). A limited number of "standing room" tickets may be sold. A City of Augusta Special Events representative will be on the premises to monitor actual attendance, which shall not exceed 2000 people, inclusive of all staff and performers.

*Revised February 25, 2010*

### **XIII. Concerts/Musical Entertainment/Stage Productions (Continued)**

- E. City of Augusta Special Events reserves the right to request tickets/armbands for office staff and event cleanup employees.
- F. There is limited vehicle access to the stage area at the Riverwalk Amphitheatre. Therefore, it is the responsibility of the lessee, promoter or stage manager to work with City of Augusta Special Events to arrange loan-in and load-out. Time limits may apply.

### **XIV. Runs / Races / Walks**

- A. The Lessee must submit the proposed route with the rental contract.
- B. Runs, races, or walks requiring street usage must be coordinated through the Richmond County Sheriff's Office. The Sheriff's Office reserves the right to change the route if conditions do not support the route.
- C. The Lessee is responsible for assuring that the street can be cleared at any time for emergency vehicles.

### **XV. Road Closures**

- A. All road closures must be discussed with Augusta Richmond County Sheriff's Department prior to the approval process. (JR Compton – 706-284-9446.)
- B. All requests for street closure must be made through Augusta Traffic and Engineering Department in writing. (Attn: Dennis Ellis-507 Telfair Street, Augusta, GA 30901) Office at least twenty (20) business days prior to the event. The lessee will be responsible for placing and removing the barricades. Lessee is responsible for any expenses that may arise from road closures.
- C. If it is necessary to block any streets, lessee must provide notification to all businesses, hotels, and residents within the parameter of the event. This information must include the area(s) to be closed, the date and time the streets will be blocked and the time they will be reopened.

### **XVI. Mechanical Rides and Amusements**

- A. All motorized rides must have current inspection decals and approved by Augusta Richmond County Fire Department before use.
- B. Proof of insurance is required on all rides and amusements e.g. moonwalk, pony rides, etc.

### **XVII. Secondary Participants and Food Vendors**

- A. Once an event has been scheduled and approved to take place, the lessee will be allowed to contract and approve any secondary participants such as crafters, concessions or merchandise vendors.
- B. All food vendors must comply with guidelines established by Richmond County Health Department; 1001 Bailie Drive (10); Augusta, GA 30910 Environmental Health (706) 724-8802. **Inspectors may visit each event and have the right to close booths operating outside of health regulations.**
- C. For safety purposes, all (cooking) food vendors must be inspected and approved by a Fire Inspector before the opening of the event. It is the responsibility of the lessee to arrange for the inspection, and to turn in a report to the City of Augusta Special Events office. Expenses for the inspection will be the responsibility of the lessee. Please contact Augusta Richmond County Fire Department –Captain Jack Womack – (706) 821-2912.

*Revised February 25, 2010*

## **XVII. Secondary Participants and Food Vendors (Continued)**

- D. All cookers will be required to have a working fire extinguisher available within the cooking areas that comply with Augusta Richmond County Fire Regulations.
- E. Only a limited number of food vendors will be allowed to setup at the Amphitheatre, which will be determined by space requirements and power needs. City of Augusta Special Events will need to know all power and space requirements sixty (60) days before the event. Food vendors must set up on the south side of the esplanade against the railing only. Charcoal Cookers are not allowed.

## **XVIII. Augusta Fire Department Fire Prevention Bureau Guidelines for Special Outdoor Events, Carnivals and Fairs.**

- Permits, where required, shall comply with Section 1-16.
- The authority having jurisdiction shall be permitted to regulate all outdoor events such as carnivals, and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.
- The authority having jurisdiction shall be permitted to require standby fire personnel as well as EMS personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, or activity, or the number of person present.

The need for standby fire personnel and the number necessary for the event will be determined by the Fire Marshall or his/her designee. Items considered in making this decision are:

- Location of event
- Size of event
- The type of event, such as a rock concert or large open air festivals.
- The number of persons attending the event, such as for the major civic center, street scene and street fairs.
- Special hazards present, such as fireworks displays and other pyrotechnic and/or special effects, cooking, tent placements and etc.
- In order to receive a fireworks permit from the probate court and addition of three fire personnel is required along with fire apparatus.
- Past experience with different event coordinators or concert promoters
- If it is necessary, in the opinion of the Chief to have a fire watch for safety of the public and/or public property there will be a fee of \$18.00 per hour for the services of each standby fire person and a minimum requirement of four (4) hours per person.
- A minimum of one 10lb portable fire extinguisher shall be provided, when required by the authority having jurisdiction, for each concession stand in accordance with Section 7-6.
- Provide one portable Type K extinguisher if cooking.
- Fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats)
- Maximum travel distance shall not exceed 30 feet from the hazard to the extinguishers.
- A minimum of one single station smoke alarm shall be located in all stock or equipment trailers when they are used for sleeping purposes.
- Electrical equipment and installations shall comply with Section 6.1.

*Revised February 25, 2010*

## **TENTS**

- The provision of Section 11.1 shall apply.
- Tents shall be permitted only on a temporary basis.
- Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.
- All tent fabric shall be flame resistant in accordance with 10.31.1.
- One of the following shall serve as evidence that the tent fabric materials have the required flame resistance:
  - The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
  - The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.
- Where required by the authority having jurisdictions, confirmatory field tests shall be conducted using test specimens from the original material, which shall have been affixed the time manufacture to the exterior of the tent.
- There shall be a minimum of 10 ft (3m) between stake lines.
- Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10ft (3m) between stake lines does not meet the requirements to means of egress, the distance necessary for means of egress shall govern.
- The ground enclosed by any tent and the ground for a reasonable distance but for not less than 10 ft (3m) outside of such a tent (s), shall be cleared of all flammable or combustible material or vegetation. This shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent(s). The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public:
  - *Exception: Removal of flammable or combustible material shall not apply to areas used for necessary support equipment.*
- Where prohibited by the authority having jurisdiction, smoking shall not be permitted in any tent.
- Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quality and in such locations as directed by the authority having jurisdictions.
- Only labeled heating devices shall be used.
- Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.
- Containers for liquefied petroleum gases shall installed not less than 5 ft. (1.5m) from any tent and shall be in accordance with the provisions of NRPA 58, *Liquefied Petroleum Gas Code*.
- Tanks shall be secured in the upright position and protected fro vehicular traffic.
- Only labeled heaters shall be permitted.
- Heaters used inside a tent shall be approved.
- Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.

**The above guidelines are referenced in NFPA 101 Life Safety Code 2000 Edition NRPA 1 Fire Prevention Code 2000 Edition.**

*Revised February 25, 2010*

## **XX. Weddings**

- A. All weddings must be scheduled through the City of Augusta Special Events Office.
- B. The Augusta Common, the Jessye Norman Amphitheater, Riverwalk Plazas and Bulkheads may be reserved. To insure privacy, you may secure these areas with barricades; however, designated areas must remain open for public access.
- C. There will be a rental fee for reserved space. If the wedding is more than sixty (60) days out, the rental contract and a reservation deposit of 50% of the rental fee are required to confirm a reservation. The rental balance is due sixty (60) days before the wedding date. Failure to pay the balance will result in a loss of reservation deposit and date requested. If less than sixty (60) days, full payment, the rental contract and insurance is required at the time of booking.
- D. contract and insurance is required at the time of booking.
- E. A liability waiver may be signed by both the Lessee and City of Augusta Special Events provided the attendance is less than 200.
- F. The reservation deposit is refundable or transferable until sixty (60) days before the wedding date. There will be a \$50.00 administrative charge for refunds.
- G. The reservation deposit is non-refundable if cancellation occurs less than sixty (60) days before wedding.
- H. Setup/takedown and cleanup of any decorations is the responsibility of the lessee. A City of Augusta Special Events staff person will inspect the facility at the conclusion of the ceremony (within 24 hours) to make an evaluation and said representative will make a final determination as to the extent of damage if any.

## **XIX. Frequently Asked Questions and Points**

- A. The City of Augusta Special Events office **does not** provide nor rent the following items for events: Tents, Tables, Chairs, Extension Cords, Audio Equipment or services, Security, Generators, Event Fencing, Event Barricades, Money Boxes, etc. These items must be brought in by event coordinators. Please feel free to contact the Special Events Office for possible contacts.
- B. The Facility Maintenance fee is used for the usage of the paper products in the restrooms, on-site assigned staff for cleaning, and other materials and services we supply with rental. This fee is non-refundable and is required with ALL rentals.
- C. Any vendor that is used during an event that has been arranged by renters must follow the City of Augusta Special Events Vendor Guidelines.
- D. For any set up prior to events, example port a let placement, stage set up, tents, etc., a representative of the event must be present to meet any equipment providing company.
- E. All banners and or signage must be removed from premises at the end of event. Any signage that is abandoned will be removed and thrown away.
- F. Any equipment that has not been picked up or removed at the end of the event, must be pre approved to remain on premises. At the time of retrieval, a representative from the event must be present to meet with any equipment providing company.
- G. The City of Augusta Special Events office is not capable of making change for any person(s) or admission gates during events.

*Revised February 25, 2010*

## **XIX. Frequently Asked Questions and Points (Continued)**

- H. There is NO parking of any sort behind the Augusta Common Service Center. i.e. personal vehicles, service trucks, service equipment, etc.
- I. There is absolutely no parking or driving of vehicles, trailers, or equipment on the grass in the Augusta Common.
- J. Signage is only allowed on the Augusta Common Service Center railing if approved by the City of Augusta Special Events and is secured only with zip ties or rope.
- K. NO ONE is allowed on the balcony of the Augusta Common Service Center before, during or after an event.